

Message

From: Rose, Kenneth [Rose.Kenneth@epa.gov]
Sent: 11/2/2020 12:50:46 PM
To: Esher, Diana [Esher.Diana@epa.gov]
CC: Scott, Gail [Scott.Gail@epa.gov]
Subject: Messages for Managers -- Week of November 2, 2020
Attachments: Excused Absence for Voting

Diana,

Here are messages for managers to send today if possible. Sorry for being a bit late with this. I have a note on election day, so if can go today, that would be great, otherwise would need to adjust or delete that item.

Thanks,
Ken

BCC: R3 SUPVRS; Gail Scott; Ken Rose

Colleagues:

Please share the following items with staff at your next meeting:

- **Election Day:** Tomorrow, November 3rd, is election day. Please see Donna Vizian's October 22nd Mass Mailer (attached) for information on excused absence for voting.
- **2020 Awards Ceremony:** Thank you to everyone for joining your colleagues to celebrate each other's accomplishments at last week's Regional Awards Ceremony. A link to a recording of the ceremony will be coming shortly.
- **USA Performance:** ALL employees must take training on this new system, which has been loaded to everyone's FedTalent account, by **November 13, 2020**.
- **Regional Science Council Presents: *Your Health in a Changing Climate*.** November 17th, 10am – 11am, via Teams @ [Join Teams Meeting](#)
- **Use or Lose Leave:** The leave year for 2020 ends at midnight on **January 2, 2021**. Any "use or lose" annual leave not taken before January 3, 2021, will be forfeited. Under federal regulations, forfeited annual leave can be restored only if the leave was scheduled in writing (i.e. – has supervisor approval in PPL+) before a set date. The deadline for scheduling "use or lose" leave for restoration eligibility, as well as obtaining supervisory approval, is **November 21, 2020**.
- **2020 Leave Bank is Open:** Not a Leave Bank member but want to be? Now is your opportunity to enroll! Employees can enroll in and withdraw from the Leave Bank Program between November 9th – December 14th. For more information, go to [Leave Bank Open Season](#) on r3announce.
- **CFC: It's time to Show Some Love!** This year's campaign opened on September 21st and runs through January 15, 2021. If you have any questions please contact Regional CFC Coordinators Tanya Lewis and Stafford Stewart.

For Supervisors Only (Not to be shared with staff):

Reminder: Please be sure to check in with your divisional communications strategist for other items pertinent to your division.

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